

## INTERMEDIATE TYPIST CLERK

### TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY

The Compton Specialized Foster Care Program is seeking a highly-motivated, organized and competent individual to fill a full-time position as an Intermediate Typist Clerk. This program is co-located with Department of Children and Family Services (DCFS) and Compton Family Mental Health. The primary function of the program is to assess and link DCFS foster children/youth to mental health services.

#### ESSENTIAL JOB FUNCTIONS:

- Maintain electronic charts
- Maintain and organized Mental Health files
- Scan documents in the Integrated Behavioral Health Information System (IBHIS)
- Research the Integrated System (IS) for information to assist clinical staff and ensure accuracy of billing
- Pre-Admit clients in IBHIS
- Post appointments in IBHIS
- Run IBHIS reports
- Answer telephone, take messages for staff and route calls appropriately
- Provide clerical support to Mental Health Clinical staff
- Perform timekeeping duties
- Other duties as assigned by Supervisor and Program Manager

#### DESIRABLE QUALIFICATIONS:

- Proficient in the Integrated Behavioral Health Information System (IBHIS)
- Knowledgeable in MS Word, Excel, Outlook, and Ecaps
- Ability to multi-task and prioritized work assignments
- Ability to work independently and as a Team Member
- Ability to work collaboratively with all levels of disciplines and other County programs and departments
- Ability to adhere to standards of confidentiality
- Adaptable and flexible to meet the program needs

#### ADDITIONAL INFORMATION:

Individuals interested must currently hold the title of **Intermediate Typist Clerk**. The most qualified candidates will be contacted for an interview. Interested candidates should e-mail their resume, last two master time records, and last two performance evaluations by Wednesday, November 30, 2016 to:

Billie Singleton, Staff Assistant II – Office: (310) 668-6933  
[BSingleton@dmh.lacounty.gov](mailto:BSingleton@dmh.lacounty.gov)

Zola Reed, Supervising Typist Clerk – Office: (310) 668-6925  
[ZReed@dmh.lacounty.gov](mailto:ZReed@dmh.lacounty.gov)